

**Highland County Board of Developmental Disabilities  
Meeting Minutes  
May 19, 2015**

The Highland County Board of Developmental Disabilities met in a regular session at 6:03 pm, Tuesday, May 20, 2015 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Deborah Tissot, Sam Snyder, Linda Allen, and Cheryl Lyle. Absent: Matthew French, and Lynne Patton

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Lori Moore, Business Director, Larry Gray, Operations Director, Kelli Williamson, SSA Director, Elizabeth Brennfleck, Human Resources Director, Darlene Colliver, Education Coordinator, Suzie Janasov, EI Coordinator, Becky Pollard, Nurse and Kraig Walker, Adult Service Director

**ROLL CALL:** Sam Snyder, present; Deborah Tissot, present; Cheryl Lyle, present; Linda Allen, present. Karen Adams, present (Arrived at 6:20)

**Kraig Walker, Adult Service Director** gave a presentation to the HCBDD on the Path of Youth Transition.

**ADDITIONS TO AGENDA:** None

**Reports:**

**The minutes of the** April 21, 2015 meeting were reviewed and approved in a motion by Linda Allen, seconded by Deborah Tissot. Roll Call. All yea, motion carried.

**New Vendors:** KES Energy Solutions, Valley Refrigeration Services, Inc., S G Design and Construction, Inc., PTS (new IT Company) and Janda Tattersal (speech Therapist)

**Transfers:** None

**Monthly expenditures for May** were reviewed and approved in a motion by Cheryl Lyle, seconded by Linda Allen. Roll Call. All yea, motion carried.

**Debra Buccilla, Superintendent Update**

- Attended the Highco Board Meeting to discuss the process for separation and internal meetings with staff.
- Vendor where Art Studio is located will be closing as of July 1, 2015. We are in process of meeting to find another location for the Art Studio.

**OLD BUSINESS:**

**Deb Buccilla, Superintendent reminded** the HCBDD of the Board Training on June 10 at Fayette Progressive Industries from 5:00 pm – 7:00 pm. The topic will be “Ohio, A System in Transition”. We still need to keep June 16 as our Regular Monthly Board Meeting.

**Lori Moore, Business Director** presented the board with the 2016 Preliminary Budget. A motion was made by Linda Allen to approve the 2016 Preliminary Budget as presented, seconded by Karen Adams. Roll Call. All yea, Motion carried

**Deb Buccilla, Superintendent** asked the HCBDD to table the 2015 Strategic Plan update until the June Board Meeting.

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**Larry Gray, Operations Director** informed the HCBDD of the project updates. .

- Construction on the new Office space has begun. Heating and air conditioning will have to be a mini split system. We are looking at August 1, 2015 for a completion date.
- Have held several conference calls with PTS and we are looking for new phone system to be started by June 1. IT projects will also be completed in June.
- Upgrades to the Septic System will be approved by the Health Department

### **NEW BUSINESS:**

**Kelli Williamson, SSA Director** proposed that the income based fee schedule be eliminated from the Family Support Service Policy effective July 1, 2015. Karen Adams made a motion to eliminate the income based fee schedule from the Family Support Service Policy effective July 1, 2015 seconded by Cheryl Lyle. Roll Call. All yea, motion carried.

**Liz Brennfleck, Human Resources Director** presented the HCBDD with Personnel Policies that will need board action in June. Chapter 8 Training, Certification and Registration; Chapter 9 Separation from Employment and Chapter 11 General Information. Chapter 10 Occupational Safety and Health will be handed out at a later date.

At approximately 6:40 pm Linda Allen moved that the HCBDD go into an Executive Session to discuss Union Negotiations and Provider Contract issues. Deborah Tissot seconded the motion.

**ROLL CALL:** Karen Adams, yea; Sam Snyder, yea; Deborah Tissot yea; Cheryl Lyle, yea; and Linda Allen, yea;

A motion was made at 7:47 pm by Cheryl Lyle, seconded by Deborah Tissot for the board to re-enter into a public session. All yes, motion carried

Linda Allen moved to adjourn the HCBDD at 7:28 pm, seconded by Deborah Tissot. All yea, motion carried.

Prepared by: Sherry Burns, Executive Admin. Assistant

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Sam Snyder, Board President

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Deborah Tissot, Recording Secretary